

Democracy Outreach Alumni Small/Travel Grant Guidelines and Application Form

Democracy Outreach Alumni Small/Travel Grant Description:

PROGRAM GOALS

The purposes of the EUR/ACE Democracy Outreach Alumni Fund are: to provide alumni with networking opportunities; to further the professional development of alumni and their colleagues; to foster the U.S. Embassy's engagement with alumni; to multiply U.S. Government investment in alumni by assisting them in the implementation and teaching of the concepts they explored during their exchange programs; and to maintain contact with alumni to enable long term evaluations of exchange programs. Funds may be used for the following:

- Initiate a public or volunteer/community service program;
- Support for alumni association events;
- Organize training programs or conferences for professional colleagues and/or other alumni on health issues, English language, cultural heritage, and American studies;
- Grants for travel of Eurasian and Southeast European alumni within Europe and Eurasia, including regional alumni events;
- Cost-sharing for international travel grants for alumni to the United States
- Continued funding for existing alumni centers, and start-up costs for alumni associations;
- Networking events;
- Develop and publish textbooks, brochures, pamphlets, or related reference or educational materials on topics that further USG assistance goals;
- Conduct scientific research;
- Conduct other projects that support democratic and economic reform initiatives.

GUIDELINES

1. Alumni are eligible to apply for a travel grant only once a year, however, they may apply for other small grants more than once a year.
2. Alumni who are employed by the Department of State Agencies are not eligible to apply for the Alumni Small and Travel grants program neither do those who were previously employed by these agencies until the one year requirement passes.
3. Both Small and Travel grants should have a cost share of the applicant or inviting organization. Travel grant cost share should be at least 20% of the total budget. Follow up are a required component for travel grants.
4. Food and refreshments costs for conferences and networking events are allowable up to 10% of the total project costs. Cost sharing with recipient organizations is strongly encouraged.

5. Applicants should consider that it takes at least one month to process the grant proposals and receive an answer.
6. Applicants must specify in the grant proposal whether their proposed project will require official notification of project needs to the Government of Turkmenistan by the U.S. Embassy. Such notification takes a minimum of 14 working days in addition to grant proposal review time. Please build in extra time to the grant project to gain permissions/inform the Government where applicable.
7. Pre-project research of the problem must be conducted to better evaluate and address the problem and present a strong justification in the grant proposal.
8. Materials published under these grants must be reviewed and approved by the Embassy prior to dissemination. Any publications shall acknowledge the support of the Department of State and will include a disclaimer as follows: 'This project was funded, in part, through a U.S. Embassy grant. The opinions, findings, and conclusions or recommendations expressed herein are those of the Authors(s) and do not necessarily reflect those of the Department of State.'

SELECTION PROCESS

Grants are awarded on a competitive basis, and are judged on the following criteria:

- Strength of proposal – budget, timeline, detailed description of intended participants and intended results, creativity (has this project been done before?)
- USG grants received – preference is given to those who have not received a prior USG grant. Preference is given to applicants with a good record of project performance.
- Timing of project – in *rare* circumstances, the Embassy will consider urgent proposals (under 1 month of lead time); please be aware that submitting a project with inadequate lead time with adversely effect evaluation of the grant proposal.
- Results: How many people will be affected by/included in the grants activity? What kind of audience is involved – age, education level, disabled, alumni, English/Turkmen/Russian speakers, ethnic minorities, foreign audiences, national/regional/local, urban/rural, prior involvement with USG activities through the American Corners/PCVs, etc. What is the long-term effect? What is the short-term effect? Has the project been done before?

The U.S. Embassy welcomes grant proposals that incorporate the following themes and ideas:

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| - Alumni Association | - Economic Development | - Publications |
| - American Studies | - English Language | - Cultural Heritage |
| - Community event | - Fundraising | - Youth Activities |
| - Academic/professional seminars (all topics) | - Health Issues | - Underserved populations/disabled/undereducated |
| - Leadership | - Sports Education | - Volunteerism |
| | - Networking Events (including regional conferences, training) | |

Democracy Outreach/Alumni Grants Program

U.S. Embassy in Ashgabat - FY07/08

Contact address, phone #, email.	
Organization / Individual Name	
Alumni Information – Program Name, Year	
Amount Requested	
Project Dates	
Executive Summary	
Background of Individual/ Organization (like in resume)	
Previous USG Grants Received: Title, year, amount, and organization	

Post Justification

Don't write anything. It's for reviewers.

<p>Project Description and Goals</p>	
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Detailed Budget				
Item	Description/details	Total in USD	US Embassy in USD	Other donor in USD
TOTAL:				